



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-HRF

09 MAR 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Vicenza Policy Memorandum 07-03, Policy on Central Processing Facility (CPF) Command and Control Relationship

1. This policy memorandum:

(a) Prescribes the command and control relationship for personnel assigned to the Central Processing Facility (CPF). The CPF is a complex organization with a myriad of personnel assigned to various Directorates within United States Army Garrison (USAG) Vicenza. Although these personnel belong to the directorates, there needs to be mutual understanding that these personnel are accountable to the Chief, Central Processing Facility to insure the smooth operations within the CPF.

(b) Is in accordance with Army Europe Regulation 612-1, which highlights the CPF staff roles and responsibilities.

2. All personnel with staff functional work-centers within the CPF will continue to be assigned to their parent Directorate but will work under the oversight of the CPF manager. The CPF manager establishes the work-hours and allocates workspace. The CPF manager will be the primary supervisor for individuals assigned to work-centers that perform duties related directly to In and Out-Processing.

3. When ratings are due, the CPF manager will provide written input on performance evaluations and conduct to the raters and senior raters of Soldiers and civilian employees assigned to the work centers. CPF personnel will continue to receive technical guidance about their functional areas from their parent organization.


4. Hours of operation established for customer service will be from 09:00 until 16:00 daily. All work-centers will remain open during the lunch period; employees will rotate turns and coordinate shifts to ensure everyone is afforded the opportunity to take a normal lunch break. Work-centers manned by only one employee will coordinate their lunch schedule with the CPF Manager to ensure their section is open for customers during the lunch period. Time prior to and after customer service hours have been allocated for the preparation of daily administrative

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duties to include reports, statistics, compilation of documents and for meetings and training as needed.

5. Point of contact for further information is Ms. Anita R. Buchanan, USAG Vicenza, DHR CPF Manager, DSN: 634-8706 or email: anita.buchanan@eur.army.mil



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